



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**OFFICE ORDER**

No. 502, s. 2024

**ATTY. KIM R. TAGORDA**

Administrative Officer V  
 SDO Vigan City

**DESIGNATION ORDER**

In view of the official leave of the undersigned, you are hereby designated as the Officer-In-Charge of the Schools Division Office on **November 22, 2024**.

You shall act only on routine matters not needing any disbursement of funds and personnel actions not needing the discretion of the undersigned.

Please be guided accordingly.

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



Copy furnished:

Office of the Schools Division Superintendent  
 Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisor – CID & SGOD  
 School Heads  
 201- Atty. K. Tagorda

